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Getting Started

Ecology's Internet Hazardous Waste Home Page is at <http://www.ecy.wa.gov/programs/hwtr/waste-report/index.html>. Here you will find information useful for completing your annual report, as well as a link for opening TurboWaste.Net.

The new *Dangerous Waste Annual Report, 2004 Forms, Instructions, and Guidance*, is available on the Internet at Ecology's Publications website. Download the document or view it on-line with an Adobe Acrobat PDF viewer from <http://www.ecy.wa.gov/biblio/0304018.html>.

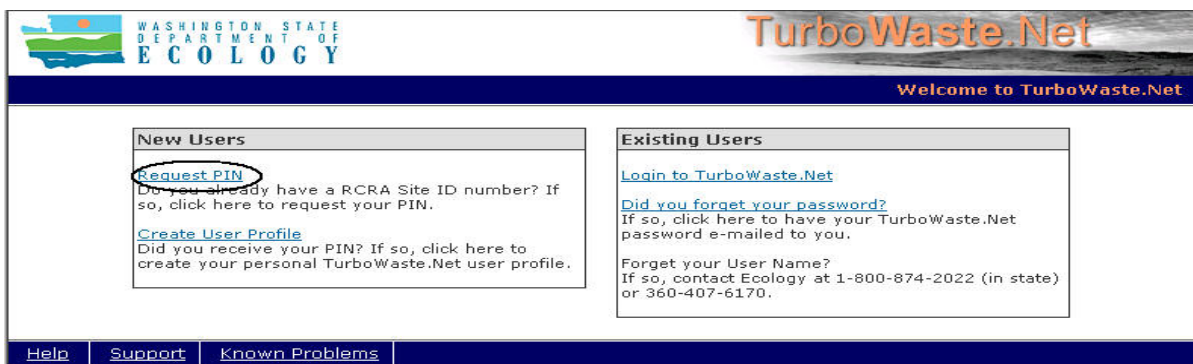
Get a PIN Number

To get started, you need a Personal Identification Number, or PIN. Ecology sends PINs to registered generators as part of the annual report mailing.

You can request your PIN from Ecology if you do not know it. Go to TurboWaste.Net at <https://fortress.wa.gov/ecy/turbowaste/> and click the **Enter TurboWaste** button.



Click on the **Request PIN** link.



Complete all the required fields.

WASHINGTON STATE DEPARTMENT OF ECOLOGY **TurboWaste.Net** **PIN Request**

Instructions

If you have a RCRA Site ID number and are interested in using TurboWaste.Net, please complete this PIN request form. Please provide your RCRA Site ID number, site name, your name, e-mail address and phone number and click on the Submit button. The application will notify the Department of Ecology for processing of your request.

If you do not have a RCRA Site ID number, please click the Cancel button to return to the application sign-in screen and download a New Site ID Form.

Legend
* Required fields

PIN Request

RCRA Site ID: *

Site Name: *

Your Name: *

Email: *

Phone Number: *

[Help](#) [Support](#) [Known Problems](#)

Click **Submit** to send the E-mail to Ecology.

WASHINGTON STATE DEPARTMENT OF ECOLOGY **TurboWaste.Net** **PIN Request**

Instructions

If you have a RCRA Site ID number and are interested in using TurboWaste.Net, please complete this PIN request form. Please provide your RCRA Site ID number, site name, your name, e-mail address and phone number and click on the Submit button. The application will notify the Department of Ecology for processing of your request.

If you do not have a RCRA Site ID number, please click the Cancel button to return to the application sign-in screen and download a New Site ID Form.

Legend
* Required fields

PIN Request

RCRA Site ID: *

Site Name: *

Your Name: *

Email: *

Phone Number: *

[Help](#) [Support](#) [Known Problems](#)

Ecology will send a letter with a PIN to the Forms Contact person currently registered with Ecology. The letter will contain all the information submitted on this form. This will ensure the PIN is only received by a legitimate contact for the facility. The PIN letter will be sent through the regular US mail within 3 working days.

Create Your User Profile and Password

After you have received your PIN in the mail, use the following instructions to create your User Profile and password:

Roles and Responsibilities

In TurboWaste.Net, there are three different roles assigned to users:

Administrator – able to manage user accounts, data and SUBMIT the data to Ecology. Security precautions restrict who can make the submission.

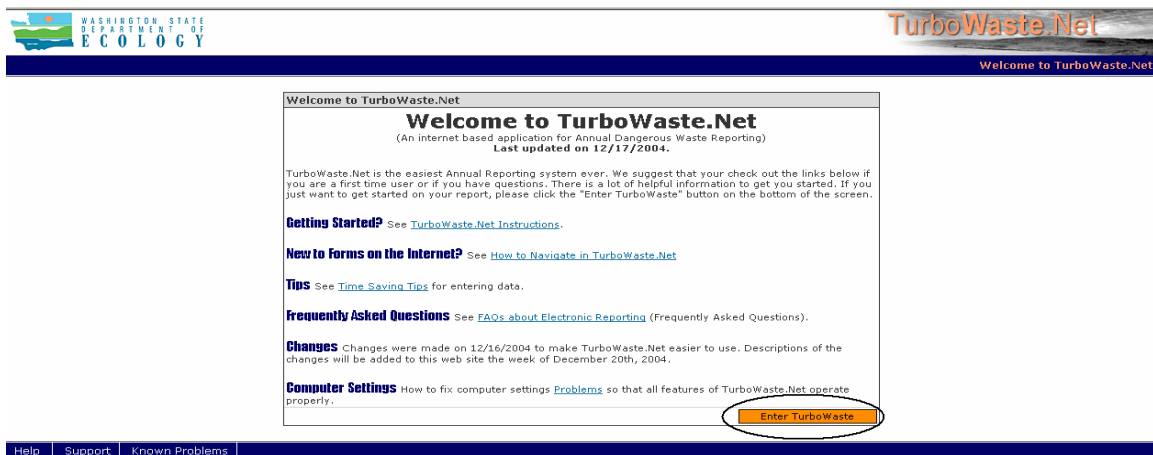
Data Entry – able to manage data (enter, edit, delete, save).

View Only - may only view the data but not update it.

Create an Administrator Account or User Profile

The first user to create an account for a RCRA Site ID number is automatically assigned the Administrator role. The Administrator has the right to assign other users to the account. The Administrator can assign other staff administrator rights. You must have the RCRA Site ID number and your PIN to create your user profile.

Go to the TurboWaste.Net at <https://fortress.wa.gov/ecy/turbowaste/> and click the **Enter TurboWaste** button.



Click on **Create User Profile**.

Welcome to TurboWaste.Net

New Users

[Request PIN](#)
Do you already have a RCRA Site ID number? If so, click here to request your PIN.

[Create User Profile](#)
Did you receive your PIN? If so, click here to create your personal TurboWaste.Net user profile.

Existing Users

[Login to TurboWaste.Net](#)

[Did you forget your password?](#)
If so, click here to have your TurboWaste.Net password e-mailed to you.

Forget your User Name?
If so, contact Ecology at 1-800-874-2022 (in state) or 360-407-6170.

[Help](#) [Support](#) [Known Problems](#)

Enter the RCRA Site ID number and your PIN in the **PIN Validation** screen, then click **Submit**.

PIN Validation

Instructions

If you have a PIN, please provide your RCRA Site ID number and PIN and click on the Submit button. The application will validate the RCRA Site ID and PIN combination and prompt you to create a user account.

If you do not have a PIN, please click the Cancel button to return to the application sign-in screen and request a PIN.

Legend
* Required Fields

RCRA Site ID: WAH123456789 *

PIN: 1234 *

Submit **Cancel**

[Help](#) [Support](#) [Known Problems](#)

Enter the required information on the **User Profile** screen:

- The User Name and Password are something you designate yourself.
- Password is limited to a combination of 10 characters or numbers and is case sensitive.
- The User Name is not case sensitive.
- The red * indicates a required field that can't be left blank.

The **Default Profile** will automatically set the database for the Simple version of TurboWaste.Net if you do not choose the Expert version. The Simple version has drop down fields with all of the codes built in. The Expert version is intended for Data Entry personnel. It does not have the drop down fields.

Click on the **Submit** button.

User Profile

Instructions

Please provide your first name, last name, e-mail address, phone number, username, password and confirmed password and click on the Submit button. The application will create the user account and return you to the sign-in screen. The application will send you a welcome e-mail with your username and password information.

Please login to TurboWaste.Net using your username and password. Use the Profile tab to manage your user profile information.

Legend
* Required fields

User Profile

First Name: *

Last Name: *

Email: *

Phone:

Default Profile:

User Name: *

Password: *

Confirm Password: *

[Help](#) | [Support](#) | [Known Problems](#)

The system will check your information to make sure that all of the required fields have been correctly filled out. When the information is found to be in the correct format you will be transferred directly to the TurboWaste.Net Sign In screen where you can use the User Name and Password to enter your account.

TurboWaste.Net will send you an E-mail with your User Name and Password for future reference. **Please file this information in a safe place for later use!**

Fill in the User Name and Password in the fields provided. Click on the **Submit** button.





Welcome to TurboWaste.Net

Sign In

User Name:

Password:

[Help](#) | [Support](#) | [Known Problems](#)

Click on your Site ID number.

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

HOME PROFILE

Welcome to TurboWaste.Net

User: jeri Role: User [Log Off](#)

Instructions

Welcome to TurboWaste.Net! Please see your list of assigned RCRA Site ID numbers. **Click on the RCRA Site ID to manage Site Identification and Annual Report data.** Use the Home tab to return to this list at any time while logged into the application.

Request PIN: Do you need a PIN for another RCRA Site ID number? If so, click here to request your PIN.

Add RCRA Site ID: Do you have another PIN? If so, click here to assign another RCRA Site ID to your personal TurboWaste.Net account.

Assigned Sites

RCRA Site ID:	YWAD123456789
Site:	Your Place 2532 Your Place St Your Town, WA 98800
Role:	Your Town, WA 98800

Help Support Known Problems

Now you are in TurboWaste.Net and able to assign accounts for your staff, update your site information, submit your annual report or get a pre-printed Site ID Form.

Assign accounts for staff to work with or view data:

The first User Profile assigned to an account is the Administrator. By default, additional names and passwords entered after the first User Name and Password will be for data entry. Data entry staff can fill out Notification and Annual Report forms but **cannot** submit forms or data to Ecology.

Click on the **Admin Tab** located in the top right corner of your TurboWaste.Net screen. This will open the area to add users to your account.

Dept. of Ecology Intranet

TurboWaste.Net

HOME REPORTS MAILOUTS ADMIN

Administration

Select one of the three ways to add a User:

Invite a User - sends an E-mail to a new user, containing the RCRA Site ID number and the PIN, so that they can set up their own account.

Quick User Setup – adds a new user, that already has a User Profile in TurboWaste.Net, to the account.

Set up a New User – set's up an account for a new user who does not have a User Profile already in TurboWaste.

The screenshot shows the 'Administration' page of TurboWaste.Net. At the top, there are navigation tabs: HOME, FORMS, PROFILE, and ADMIN. The ADMIN tab is selected, and a sub-tab 'Administration' is visible. Below the navigation, the user's role is shown as 'Administrator' with a 'Log Off' link. The main content area has three sections: 'Assigned Users' with a table of users, 'Invite a User' with an email input field, and 'Quick User Setup' with a user name input field. The 'New User Setup' section contains multiple input fields for user details, each with a red asterisk indicating it is required. A 'Submit' button is at the bottom right of this section. A footer bar contains links for 'Help', 'Support', and 'Known Problems'.

Name	User ID	Role	Active		Password
jeri berube	jeribe	Administrator	Yes	Edit	Reset

Invite a User
E-mail the PIN to another person so they can enter TurboWaste for this site.
Email Address: [Send PIN](#)

Quick User Setup
If you know the User ID of the person you'd like to add, enter it here. This person will be added as Data Entry Staff.
Enter User name: [Add User](#)

New User Setup
Create a new account for another user by entering information in the fields below. This person will be added as Data Entry Staff.
First Name: *
Last Name: *
Email: *
Phone:
Default Profile:
User Name: *
Password: *
Confirm Password: *
[Submit](#)

How to edit staff accounts

The Administrator on the account has an additional tab in TurboWaste.Net where they can edit the roles and activities of other users.

Click on the ADMIN tab at the top of the **Site Profile** Screen.



Select an Edit hyperlink to update the role of a user.

HOME FORMS PROFILE ADMIN

« Site Profile Administration

Users: jeribe Role: Administrator Log Off

Assigned Users					
Name	User ID	Role	Active		Password
jeri berube	jeribe	Administrator	Yes	Edit	Reset
connie brining	connie	Data Entry Staff	Yes	Edit Delete	Reset
Mary Bell	Mary	View Only Staff	Yes	Edit Delete	Reset

Make changes to the user's role or status and click the **Update** hyperlink. For example, you can take the check mark out of the Active box to remove the user's rights.

The **Assigned Users** screen will reset.

HOME FORMS PROFILE ADMIN

« Site Profile Administration

Users: jeribe Role: Administrator Log Off

Assigned Users					
Name	User ID	Role	Active		Password
jeri berube	jeribe	Administrator	Yes	Edit	Reset
<input type="text" value="connie"/>	<input type="text" value="brining"/>	<input type="text" value="connie"/> Data Entry Staff	<input checked="" type="checkbox"/>	Update Cancel	Reset
Mary Bell	Mary	View Only Staff	Yes	Edit Delete	Reset

You may select the **Reset Password** hyperlink to reset a user's password. A new password is created in the database and an E-mail is sent to the user with their new password.

HOME FORMS PROFILE ADMIN

« Site Profile Administration

Users: jeribe Role: Administrator Log Off

Assigned Users					
Name	User ID	Role	Active		Password
jeri berube	jeribe	Administrator	Yes	Edit	Reset
<input type="text" value="connie"/>	<input type="text" value="brining"/>	<input type="text" value="connie"/> Data Entry Staff	<input checked="" type="checkbox"/>	Update Cancel	Reset
Mary Bell	Mary	View Only Staff	Yes	Edit Delete	Reset

Add another RCRA Site ID Number to your User Profile (for organizations with more than one RCRA Site ID number).

Sign in to TurboWaste.Net.

TurboWaste.Net User Guide
Dangerous Waste Annual Reporting

If you have the PIN for your additional sites click on the **Add RCRA Site ID** link on the **Home** page.

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

[HOME](#) [PROFILE](#)

Welcome to TurboWaste.Net

User: jeri Role: User [Log Off](#)

Instructions

Welcome to TurboWaste.Net! Please see your list of assigned RCRA Site ID numbers. **Click on the RCRA Site ID to manage Site Identification and Annual Report data.** Use the Home tab to return to this list at any time while logged into the application.

Request PIN: Do you need a PIN for another RCRA Site ID number? If so, click here to request your PIN.

Add RCRA Site ID: Do you have another PIN? If so, click here to assign another RCRA Site ID to your personal TurboWaste.Net account.

Assigned Sites

RCRA Site ID:	WAD123456789
Site:	Your Place 2532 Your Place St Your Town, WA 98800
Role:	

[Help](#) [Support](#) [Known Problems](#)

The **PIN Validation** screen will display. Enter the new RCRA Site ID number and PIN. Then click the **Submit** button.

PIN Validation

Instructions

If you have a PIN, please provide your RCRA Site ID number and PIN and click on the Submit button. The application will validate the RCRA Site ID and PIN combination and prompt you to create a user account.

If you do not have a PIN, please click the Cancel button to return to the application sign-in screen and request a PIN.

Legend

* Required fields

PIN Validation

RCRA Site ID: WAD123456789 *

PIN: 5678 *

[Submit](#) [Cancel](#)

[Help](#) [Support](#) [Known Problems](#)

If all the information is valid, the new RCRA Site ID number will be added to the list of sites for the user profile.

Click **Cancel** on the **PIN Validation** screen to return to the **Home** page without adding a new site.

Request a Forgotten Password

If you forget your password go to the TurboWaste.Net web site and click on the Enter TurboWaste.Net button.

On the **Welcome to TurboWaste.Net** screen click **Did you forget your Password?**

WASHINGTON STATE
DEPARTMENT OF
ECOLOGY

TurboWaste.Net

Welcome to TurboWaste.Net

New Users

[Request PIN](#)
Do you already have a RCRA Site ID number? If so, click here to request your PIN.

[Create User Profile](#)
Did you receive your PIN? If so, click here to create your personal TurboWaste.Net user profile.

Existing Users

[Login to TurboWaste.Net](#)

[Did you forget your password?](#)
If so, click here to have your TurboWaste.Net password e-mailed to you.

Forget your User Name?
If so, contact Ecology at 1-800-874-2022 (in state) or 360-407-6170.

[Help](#) [Support](#) [Known Problems](#)

Fill in your E-mail address and click **Submit** to send the E-mail to Ecology.

Note! The E-mail address must be the same E-mail address that you used when you first set up your User Profile. See the User Profile directions on page 5.

Instructions

If you have a personal TurboWaste.Net account and have forgotten your password, please provide your e-mail address and click on the Submit button. The application will generate a new password and send it to this e-mail address.

If you do not have a personal TurboWaste.Net account, please click the Cancel button to return to the application sign-in screen and create a user account.

Legend
* Required fields

Password Request

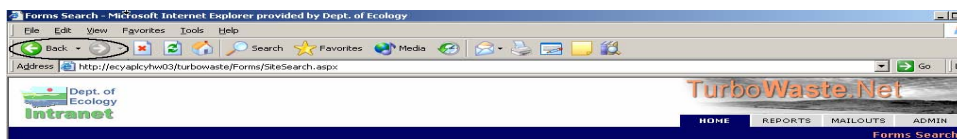
Email: *

[Help](#) [Support](#) [Known Problems](#)

TurboWaste.Net will E-mail you the new password.

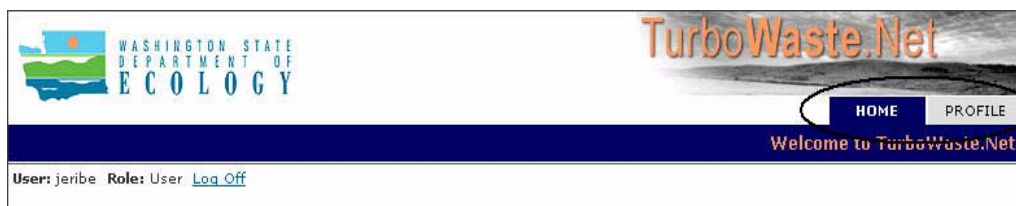
How to Navigate in TurboWaste.Net

Important! Do not use your internet browser's back or forward buttons to move through the TurboWaste.Net screens. See the example of a back arrow below:



Back arrows on the internet take you back to an earlier state or condition on the website you are looking at. If you use the back arrow you will reset your form to an earlier version and you are likely to lose data you just entered.

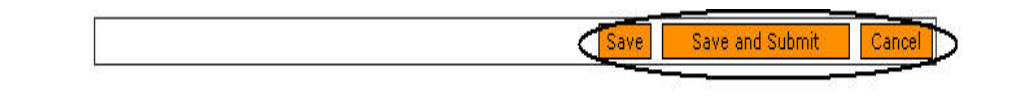
Instead use the tabs at the top of the page,



or the links on a page,



or the buttons to navigate.



Help within TurboWaste.Net:

- General description and basic instructions under **Help** on each screen.
- Click on the **?** by any field name for help.
- A red asterisk ***** indicates required information.

Hint - if the text in the TurboWaste.Net screens seems too large or too small to read on your computer monitor, you can easily re-size the display. Ask your technical staff for help or follow the directions on the Help screens in your computer.

Create a New Reporting Year

Sign into TurboWaste.Net



WASHINGTON STATE
DEPARTMENT OF
ECOLOGY

TurboWaste.Net

Welcome to TurboWaste.Net

Sign In

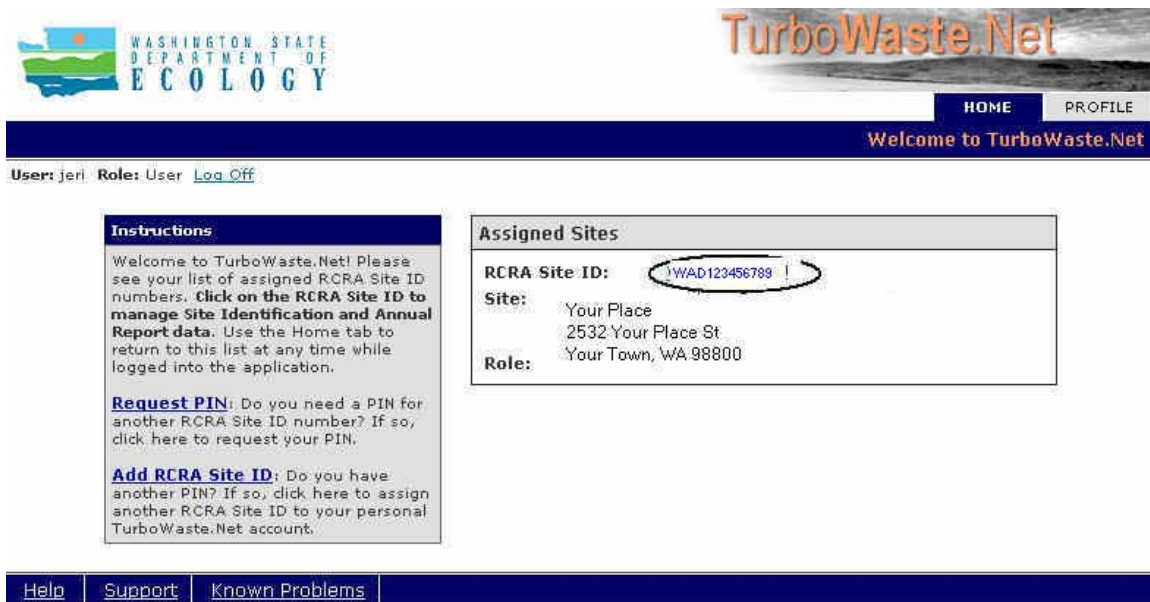
User Name: YOUR USER NAME

Password: YOUR PASSWORD

Submit

[Help](#) [Support](#) [Known Problems](#)

Click on your Site ID Number on the Home page



WASHINGTON STATE
DEPARTMENT OF
ECOLOGY

TurboWaste.Net

HOME PROFILE

Welcome to TurboWaste.Net

User: jeri Role: User [Log Off](#)

Instructions

Welcome to TurboWaste.Net! Please see your list of assigned RCRA Site ID numbers. **Click on the RCRA Site ID to manage Site Identification and Annual Report data.** Use the Home tab to return to this list at any time while logged into the application.

Request PIN: Do you need a PIN for another RCRA Site ID number? If so, click here to request your PIN.

Add RCRA Site ID: Do you have another PIN? If so, click here to assign another RCRA Site ID to your personal TurboWaste.Net account.

Assigned Sites

RCRA Site ID:	3WAD123456789
Site:	Your Place 2532 Your Place St
Role:	Your Town, WA 98800

[Help](#) [Support](#) [Known Problems](#)

Click on **Create New Annual Report** in the Start a New Report box.

HOME FORMS PROFILE ADMIN **Site Profile**

User: jeribe Role: Administrator [Log Off](#)

RCRA Site ID: WA D123456789 Facility/Site ID: 12345678	YOUR COMPANY 1234 YOUR STREET YOUR TOWN, WA 98008
---	---

Start a New Report

[Create New Annual Report](#)

Work In Progress

All records for this site have been submitted.

Other Options

[View Reporting History](#)

[Manage User Accounts](#)

[Open Pre-printed Site ID Form](#)

Current Site Information [Update Site Information](#)

Location Info
YOUR SITE ADDRESS
YOUR TOWN, WA 98008
YOUR COUNTY

Tax Registration:
NAICS Code: 81232
Business Type:

Mailing Address
YOUR COMPANY NAME
YOUR MAILING ADDRESS
YOUR TOWN, WA 98008
UNITED STATES

Legal Owner
LEGAL OWNER'S NAME
LEGAL OWNER'S ADDRESS
TOWN, WA 98008
UNITED STATES
PHONE: 1231231234

On the Create Annual Report Screen enter the Year in the field provided.

HOME FORMS PROFILE ADMIN **Create Annual Report**

User: jeribe Role: Administrator [Log Off](#)

RCRA Site ID: WAD123456789 Facility/Site ID: 0000000	Your Place 2532 Your Place St Your Town, WA 98000
---	---

Create Annual Report

Reporting Year: 2004

☐ Site ID Only - No Waste Data
☒ Waste Data - Enter myself
☐ Waste Data - Copy 1996
☐ Waste Data - Import

[Continue](#) [Cancel](#)

[Help](#) [Support](#) [Known Problems](#)

Select one of the reporting methods.

All generators are required to submit a Site ID Form as part of their Annual Report.

If you are an XQG or SQG, the Site ID Form is the only part of the report you are required to submit. This form verifies your site information such as contact names, address and generator status.

All MQG and LQG's are required to submit information about the waste they generate each year. Select one of the Waste Data options on the screen.

Click the **Continue** button after making your selection.

HOME FORMS PROFILE ADMIN

Create Annual Report

User: jeribe Role: Administrator Log Off

RCRA Site ID: WAD123456789
Facility/Site ID: 00000000

Your Place
2532 Your Place St
Your Town, WA 98800

Create Annual Report

Reporting Year: 2004

☐ Site ID Only - No Waste Data
☒ Waste Data - Enter myself
☐ Waste Data - Copy 1996
☐ Waste Data - Import

Continue Cancel

Help Support Known Problems

If you selected **Site ID Only** option, the Site ID form will open for you to complete.

If you selected any of the **Waste** options, the Annual Reports Checklist will open. From here you can complete your Site ID form, fill out your other forms, import and export data, validate your data and submit your annual report to Ecology.

HOME		FORMS		PROFILE		ADMIN	
«« Site Profile		Annual Report Checklist					

User: jeriba Role: Administrator [Log Off](#)

RCRA Site ID: WAD123456789	Your Place 2532 Your Place St Your Town, WA 99800
Facility/Site ID: 000000000	

2008 Annual Report Checklist

Step 1: [Complete Site ID Form](#)
The Site ID form is required for ALL generators.

Step 2: [Manage OI Data](#)
Required for MQG and LQG, optional for SQG and XQG.

Step 3: [Manage GM Data](#)
Required for MQG and LQG, optional for SQG and XQG.

Step 4: [Manage WR Data](#)
Required for most TSDR's

Step 5: [Validate Data](#)
All data must be validated before submission
☐ Suppress Warning Messages - Show Errors: ONLY

Step 6: [Submit to Ecology](#)

Annual Report Options

Data Import/Export

[Import Data](#)

[Export Data](#)

Copy Data from a Previous Year

Help	Support	Known Problems
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Ecology suggests you begin your report by filling out your Site ID Form first.

Complete the Site ID Form

Open the Site ID Form from the **Create Annual Report** box or the **Annual Report Checklist** box.

HOME FORMS PROFILE ADMIN

« Site Profile Annual Report Checklist

User: jeribe Role: Administrator Log Off

RCRA Site ID: WAD123456789 Your Place
Facility/Site ID: 00000000 2532 Your Place St
Your Town, WA 98800

2008 Annual Report Checklist

Step 1: Complete Site ID Form
The Site ID form is required for ALL generators.

Step 2: Manage QI Data
Required for MQG and LQG, optional for SQG and XQG.

Step 3: Manage GM Data
Required for MQG and LQG, optional for SQG and XQG.

Step 4: Manage WR Data
Required for most TSDR's

Step 5: Validate Data
All data must be validated before submission
☐ Suppress Warning Messages - Show Errors ONLY

Step 6: Submit to Ecology

Annual Report Options

Data Import/Export
[Import Data](#)
[Export Data](#)
Copy Data from a Previous Year
[] [Copy]

Help Support Known Problems

You will see a partially completed Site ID Form that is already checked "As a component of the 2004 Dangerous Waste Annual Report". You will be able to mark "Revised" or "Withdraw" if you also want to file an updated Notification of Dangerous Waste Activity.

HOME FORMS REPORTS MAILOUTS ADMIN

Site ID Form

User: jeribe Role: ADMINISTRATOR

RCRA Site ID: WAD 123456789 YOUR COMPANY
Facility/Site ID: 12345678 1234 YOUR STREET
YOUR CITY, WA 98808

Site ID Form

1. Reason for Submittal ?

☐ To provide New Notification of Regulated Waste Activity

☐ To provide **Revised** Site Identification Information

☐ To **Withdraw** Site Identification Number

☐ To **Reactivate** Site Identification Number

☐ To **Admin-Withdraw** Site Identification Number Effective Date: 12/31/2005 (mm/dd/yyyy)

☒ As a component of the **Dangerous Waste Annual Report** Reporting Year: 2005 (yyyy)

2. RCRA Site ID Number: WAD988500310 ?

3. Site Location Information ?

Company Name: YOUR COMPANY NAME *

Site Address: YOUR STREET ADDRESS *

Latitude: 12.1212 *

Longitude: 121.1212 *

The form, except for Section 10, is pre-filled for you with data from your most recent annual report or notification submittal.

Review all areas of the Site ID Form for corrections, changes or additions that may be needed.

Section 3 - Click on the **Find NAICS Code** button to be transferred to the US Census Bureau's website to find NAICS code information.

Section 10 - Check a **Generator Status** and **Frequency of Generation** for the reporting year in Section 10. The following example shows how Section 10 would be filled out by a Large Quantity Generator with monthly waste generation.

10. Type of Regulated Waste Activity

A. Hazardous Waste Activities

1. Generator of Hazardous Waste

- ☒ a. LQG: Large Quantity Generator
(Greater than 2,200 lbs/mo)
- ☐ b. MQG: Medium Quantity Generator
(Between 220 - 2,200 lbs/mo)
- ☐ c. SQG: Small Quantity Generator
(Less than 220 lbs/mo)
- ☐ d. XQG: No Regulated Waste Generated

2. Frequency of Generation

- ☒ a. Monthly
- ☐ b. Batch
- ☐ c. One-time Only

Click **Save** at the bottom of the Site ID Form and the system will return you to the Annual Report Checklist. Click **Cancel** to close the form without saving.

If you are an MQG or LQG proceed to How to Complete the OI (Off-Site Identification) Form on page 20.

If you are an XQG or SQG that wishes to use the other forms to track your waste, proceed to How to Complete the OI (Off-Site Identification) Form on page 20.

If you are an XQG or SQG that wishes to only file the required Annual Reports Forms, proceed to Validating Data on page 36.

How to Complete an OI Form

The Off-site Identification or OI Form is filled out by generators and receivers of regulated amounts of dangerous waste - in other words, Medium and Large Quantity Generators and Treatment, Storage, Disposal or Recycling Facilities.

It is recommended that you start your OI form first before completing GM and WR forms. By doing so, the information on your off-site facilities will be available for you in pull down boxes on the GM and WR forms.

Start at the **Annual Report Checklist** screen. Click the **Manage OI Data** link.

The screen lists OI Forms previously entered. If you have not entered any, the following message displays: *No OI Facilities Entered.*

Next click on **Add** on the OI screen

A blank form will open.

Reporting Year: 2008

Instructions
Please enter one or more criteria into the search form. Each search criteria except State is built for starts-with searching. For example, if you search for Site Address using "Olympia", the database will return any records that start with "Olympia" in the address.
To perform an all inclusive search, please enter a % before the search criteria. For example, if you search for Site Address using "%Olympia", the database will return any records that contain "Olympia" within the address.

OI Facility Search
Site ID Number
Name
Site Address
City
State
Zip Code

Enter the RCRA ID number of a facility that accepts, transports or sends you regulated dangerous waste. *For example, the Chemical Waste Management facility in Arlington, Oregon has the RCRA Site ID number of ORD089452353.* If the ID number is in the national database, the remaining sections of the form are automatically completed.

If you do not know the RCRA ID number, enter in the name and/or address of the facility.

Click the **Search** button for a list of facilities that meet your selection criteria..

Reporting Year: 2008

Instructions
Please enter one or more criteria into the search form. Each search criteria except State is built for starts-with searching. For example, if you search for Site Address using "Olympia", the database will return any records that start with "Olympia" in the address.
To perform an all inclusive search, please enter a % before the search criteria. For example, if you search for Site Address using "%Olympia", the database will return any records that contain "Olympia" within the address.

OI Facility Search
Site ID Number
Name
Site Address
City
State
Zip Code

The OI facilities form will open.

Reporting Year: 2008

OI Facilities
Matching Records: 1

Please click on the RCRA Site ID Number to select the OI facility.

RCRA Site ID ▲▼	Site Name ▲▼	Site Address
WAD000000000	ANY COMPANY	1234 Anyplace St SW No Place, Wa 99901

Click on the RCRA Site ID number to open the OI form.

RCRA Site ID: WAR00000 0000 Asbestos Abatement Inc
Facility/Site ID:

Reporting Year: 2008

OI Facility

Site ID Number WAD000 00000 *

Name ANY COMPANY *

Site Address 1234 ANYPLACE ST SW *

City NO PLACE *

State Washington *

Zip Code 98108 *

Country UNITED STATES *

Comments

Handler Type ☐ Generator ☐ Transporter ☒ TSDR ☐ Special Waste

Save Save and Validate Cancel

Check the Handler Type(s) on the screen that show what the facility does with your waste.

- Generators are companies that send their dangerous waste to your company.
- Transporters haul your dangerous waste on public roads, waterways or rail lines.
- TSDR Facilities are the Treatment, Storage, Disposal and Recycling Facilities that accept your dangerous waste.
- Special Waste facilities accept Washington State only Special Waste.

RCRA Site ID: WAR00000 0000 Asbestos Abatement Inc
Facility/Site ID:

Reporting Year: 2008

OI Facility

Site ID Number WAD000 00000 *

Name ANY COMPANY *

Site Address 1234 ANYPLACE ST SW *

City NO PLACE *

State Washington *

Zip Code 98108 *

Country UNITED STATES *

Comments

Handler Type ☐ Generator ☐ Transporter ☒ TSDR ☐ Special Waste

Save Save and Validate Cancel

Click **Save** to keep the OI record if you want to validate it later.

Click **Save and Validate** if you want to verify the RCRA Site ID number is correct before you proceed. Ecology recommends that you validate each RCRA Site ID number as you enter it. It is much easier to fix one incorrect RCRA Site ID number on the OI Form than to fix it in many places on your GM or WR Forms. **Please note that you will receive the following warning message when you Save and Validate if you have not completed any GMs using the RCRA Site ID number**

Validation Results		
If only Warnings are listed below, and you do not plan on correcting them, please select the Save option below. When you Validate your Annual Report, select the 'Suppress Warnings' option and you will not be reminded of these Warning items.		
Rule Name	Description	Type
Unused off-site facility RCRA Site ID number	The RCRA Site ID Number listed as a "Generator", "TSDR", or "Special Waste" Handler Type is not used on your GM and/or WR Forms. Please either enter the waste shipments sent to or received from this facility, or delete the OI RCRA Site ID Number if it was not used during the reporting year. (Rule ID: 20)	W
Error Types: E-Error, W-Warning		

This does not need to be corrected at this time. Please click **SAVE**.

Click **Cancel** if you do not want to keep the OI record for that facility.

You will be returned to the **OI Forms** screen. From here you may add another OI or return to the **Annual Report Checklist** to continue your report.

[«« Annual Report Checklist](#) [OI Facilities](#)

User: jeribe Role: Administrator [Log Off](#)

RCRA Site ID: WAR00000 000
Facility/Site ID: 00000000

Your Company
2352 Your Place St
Your Town, Wa, 98800

Reporting Year: 2010 Find an OI Facility: **Find**

[Print All OI Forms](#)

OI Facilities **Add**

RCRA Site ID ▲▼	Name/Site Address ▲▼	Generator	Transporter	TSDR	Special Waste	
WAD000 000000	ANY COMPANY 1234 ANY PLACE ST NO PLACE, WA 98801	No	No	Yes	No	.Edit .Delete

How to Complete a GM Form

All Large Quantity Generators (LQGs) and Medium Quantity Generators (MQGs) must submit information about the waste they generate each year. This information is submitted on the Generation and Management (GM) form. One GM form is submitted for each hazardous waste stream that is generated during the reporting year.

To begin, click on the **Manage GM Data** link in **Annual Report Checklist**.

The screenshot shows two side-by-side panels. The left panel, titled "2009 Annual Report Checklist", lists six steps. Step 3, "Manage GM Data", is circled in black. The right panel, titled "Annual Report Options", contains a "Data Import/Export" section with links for "Import Data" and "Export Data", and a "Copy Data from a Previous Year" section with a dropdown menu and a "Copy" button.

2009 Annual Report Checklist	
Step 1:	Complete Site ID Form The Site ID form is required for ALL generators.
Step 2:	Manage OI Data Required for MQG and LQG , optional for SQG and XQG.
Step 3:	Manage GM Data Required for MQG and LQG , optional for SQG and XQG.
Step 4:	Manage WR Data Required for most TSDR 's
Step 5:	Validate Data All data must be validated before submission <input type="checkbox"/> Suppress Warning Messages - Show Errors ONLY
Step 6:	Submit to Ecology

Annual Report Options	
Data Import/Export	
Import Data	
Export Data	
Copy Data from a Previous Year	
<input type="text"/>	<input type="button" value="Copy"/>

Next, click on the **Add** button.

The screenshot shows a "GM Waste Streams" section with a table that is currently empty. A red message at the bottom of the table says "No GM Waste Streams entered - click 'Add' to enter a waste stream". The "Add" button is circled in black. Above the table is a link "Print All GM Waste Streams". Below the table is a navigation bar with links for "Help", "Support", and "Known Problems".

[Print All GM Waste Streams](#)

GM Waste Streams
No GM Waste Streams entered - click 'Add' to enter a waste stream

[Help](#) [Support](#) [Known Problems](#)

You will see a blank GM Form.

RCRA Site ID: WAH 123456789 Facility/Site ID: 12345678	YOUR COMPANY 1234 YOUR ST YOUR TOWN, WA 98808
Reporting Year: 2009	
GM Form (simple version) Switch to Expert Version	
A. Description of Dangerous Waste Stream Sequence Number: 1	
A-1. ?	What is your profile code? (Optional) <input style="width: 150px;" type="text"/> Select Waste Stream Copy a waste stream from a previous reporting year
A-2. ?	Enter a description of the waste stream. <input style="width: 200px;" type="text"/>
A-3. ?	Which EPA hazardous waste codes are associated with this waste stream? <div style="border: 1px solid #ccc; margin-top: 5px; padding: 2px;"> <input style="width: 150px;" type="text"/> </div> <div style="border: 1px solid #ccc; margin-top: 5px; padding: 2px;"> <input style="width: 150px;" type="text"/> </div> <div style="border: 1px solid #ccc; margin-top: 5px; padding: 2px;"> <input style="width: 150px;" type="text"/> </div>

A-1 The profile code is optional. It is provided for internal tracking codes if your company uses them.

There are two different views of the GM data entry screens. The following example uses the "simple version" which has descriptions and drop down lists on the fields. Clicking on the **Switch to Expert Version** button will change to a screen designed for rapid data entry. The Expert form does not have labels or drop down lists.

You can either start data entry on the blank form or click on the **Select Waste Stream** button (Only available in the Simple Version of this form) to copy the waste stream information from a previous years Annual Report.

RCRA Site ID: WAH 123456789 Facility/Site ID: 12345678	YOUR COMPANY 1234 YOUR ST YOUR TOWN, WA 98808
Reporting Year: 2009	
GM Form (simple version) Switch to Expert Version	
A. Description of Dangerous Waste Stream Sequence Number: 1	
A-1. ?	What is your profile code? (Optional) <input style="width: 150px;" type="text"/> Select Waste Stream Copy a waste stream from a previous reporting year
A-2. ?	Enter a description of the waste stream. <input style="width: 200px;" type="text"/>
A-3. ?	Which EPA hazardous waste codes are associated with this waste stream? <div style="border: 1px solid #ccc; margin-top: 5px; padding: 2px;"> <input style="width: 150px;" type="text"/> </div> <div style="border: 1px solid #ccc; margin-top: 5px; padding: 2px;"> <input style="width: 150px;" type="text"/> </div> <div style="border: 1px solid #ccc; margin-top: 5px; padding: 2px;"> <input style="width: 150px;" type="text"/> </div>

In this example the generator has clicked on the **Select Waste Stream** button and then clicked again on Waste Sequence 1, "Waste Combustible Liquid Including Kerosene and Diesel", from their 2003 Annual Report.

RCRA Site ID: WAR 123456789 Facility/Site ID: 12345678	YOUR COMPANY 1234 YOUR STREET YOUR TOWN, WA 98008
---	---

Find Sequence Number: Find

Waste Stream History

Select a Reporting Year: 2006 ▼

Sequence	Profile Code	Waste Description
1		toxic stuff

Main Form

GM Waste Sequence 1 from the previous year will be copied into Waste Sequence 1 on the 2004 GM Form. Note that waste shipment information such as quantities and manifest numbers do not copy.

Check all data and make the necessary changes and scroll to Section B-4. If you are a LQG you may scroll to B-5 and use the **Calculate** button in B-4 after entering your shipments.

B-4. ?
 You have entered 0 off-site management summary records. Please click the Manage Offsite Summary Records button to add, edit, or delete off-site management data. You can also use the Calculate button to compute the off-site management summary records based on the shipments sent off-site entered in section B-5.

Calculate
Manage Offsite Summary Records

Enter the required information. Click on the red at the right side of the line if you have made an error in B-4 or B-5 and want to delete the entire line.

Click the **Main Form** button to return to the **GM form**.

GM Form (simple version)

Add Designated Facility

B-4. Please provide the following information for each offsite management record. ?

i. Designated Facility (TSDR)	ii. Management Code	iii. Quantity	iv. Recycling Percent	
<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div> %	✖
<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div> %	✖
<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div> %	✖
<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div> %	✖
<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div> %	✖
<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div> %	✖
<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div> %	✖
<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div> %	✖
<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div> %	✖

Page 1 of 1 (0 Records)

Main Form

TurboWaste.Net User Guide
 Dangerous Waste Annual Reporting

- 26 -

Click **Save**, at the bottom of the form, to keep the GM record if you want to validate it when you have completed your report.

Click **Save and Validate**, at the bottom of the form, if you want to verify the individual GM is correct before you proceed. Ecology recommends that you validate each GM as you enter it. It is much easier to fix one incorrect GM than several at the same time. You may choose to Validate your GMs when you have completed your report by clicking **Save**.

	Save	Save and Validate	Cancel
--	-------------	--------------------------	---------------

When you have clicked the **Save and Validate** button the Validation Report Results Screen will open.

If there are errors and/or warnings on your report correct all the errors.

Warnings should be reviewed to insure that there hasn't been an error made.

Warnings do not have to be corrected. Please follow the directions on the Validation Report Results Screen to continue your report. To correct the errors click on the [blue link](#) located in the error message. This will take you back into the GM form so that you can correct the error. Click on the **Save** button again. You will return to the **GM Waste Stream** Screen.

HOME FORMS PROFILE ADMIN

« Annual Report Checklist Validation Report Results

User: jeribe Roles: Administrator Log Off

Validation Report Results

Results: 2 **Sort by Form**

Legend: **E** Data error **W** Warning

E **Rule: 127 - Missing company name**
Missing company name (Rule ID: 127)
Facility: YOUR COMPANY - WAD123456789
Reporting Year: 2008
[51 - 85652 - Site Identification Form](#)

W **Rule: 166 - Site ID Form - LQG generator status, but no waste reported**
GM forms have not been filled out for the reporting year. Large Quantity Generator is checked in Box 10 A-1 on the Site ID Form. Large Quantity Generators are required to fill out a GM form for each regulated waste stream. Section B-5, Waste Shipment information is also required for Large Quantity Generators. If regulated amounts of waste were generated but were not shipped off-site during the reporting year, you must check the "LQG - No Regulated Waste Generated" box on the Site ID Form and note in the Comment Section that your were a LQG without waste shipments. If regulated amounts of waste were generated but remained in accumulation and were not shipped off-site or placed into on-site management you may disregard this message. (Rule ID: 166)
Facility: YOUR COMPANY - WAD123456789
Reporting Year: 2008
[AR - Annual Report Data Discrepancy](#)

If you have only warnings you will have to click on the **Annual Report Checklist** link. If you need to add more GM's click the **Manage GM Data** link again.

Not Ready to Submit? If you have not completed your annual report you may stop here or continue inputting information. If you are planning to stop the system will save your information to this point.

Ready to Submit your report to Ecology? See Validating and Submitting Data on page 36

How to Complete a WR Form

All facilities that receive hazardous waste from off-site for treatment, storage, disposal, and/or recycling must report information about the waste they received on the Waste Received (WR) form. One WR form is submitted for each hazardous waste stream received during the reporting year.

To begin, click on the **Manage WR Data** link in **Annual Report Checklist**.

The screenshot shows two side-by-side panels. The left panel, titled "2009 Annual Report Checklist", lists six steps. Step 4, "Manage WR Data", is circled in black. The right panel, titled "Annual Report Options", has a section "Data Import/Export" with links for "Import Data" and "Export Data", and a "Copy Data from a Previous Year" section with a dropdown menu and a "Copy" button.

2009 Annual Report Checklist	
Step 1:	Complete Site ID Form The Site ID form is required for ALL generators.
Step 2:	Manage OI Data Required for MQG and LQG , optional for SQG and XQG .
Step 3:	Manage GM Data Required for MQG and LQG , optional for SQG and XQG .
Step 4:	Manage WR Data Required for most TSDR 's
Step 5:	Validate Data All data must be validated before submission <input type="checkbox"/> Suppress Warning Messages - Show Errors ONLY
Step 6:	Submit to Ecology

Annual Report Options	
Data Import/Export	
Import Data	
Export Data	
Copy Data from a Previous Year	
<input type="text"/>	<input type="button" value="Copy"/>

Next, click on the **Add** button.

The screenshot shows a table titled "WR Waste Streams". Below the title, there is a message: "No WR Waste Streams entered - click 'Add' to enter a new waste stream". To the right of the table, there is a circled "Add" button.

WR Waste Streams
No WR Waste Streams entered - click 'Add' to enter a new waste stream

You will see a blank WR Form.

WR Form (simple version)		Switch to Expert Version
A. Description of Dangerous Waste Stream		
Sequence Number: 1		
1. ?	What is the profile code? (Optional)	
		<div style="border: 1px solid black; width: 150px; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: orange; color: black; padding: 2px 5px; display: inline-block;">Select Waste Stream</div> Copy a waste stream from a previous reporting year
2. ?	Enter a description of the waste stream.	<div style="border: 1px solid black; width: 250px; height: 20px;"></div>
3. ?	Which EPA hazardous waste codes are associated with this waste stream?	<div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px;"></div>
4. ?	Which Washington State-only dangerous waste codes are associated with this waste stream?	<div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px;"></div>
5. ?	What is the designation of this waste stream?	
	<input type="radio"/> EHW <input type="radio"/> DW	

1. The profile code is optional. It is provided for internal tracking codes if your company uses them.

There are two different views of the WR data entry screens. The following example uses the "simple version" which has descriptions and drop down lists on the fields. Clicking on the **Switch to Expert Version** button will change to a screen designed for rapid data entry. The Expert form does not have labels or drop down lists.

You can either start data entry on the blank form or click on the **Select Waste Stream** button (Only available in the Simple Version of this form) to copy any "Description of Dangerous Waste Stream" from a previous years Annual Report.

WR Form (simple version)
Switch to Expert Version

A. Description of Dangerous Waste Stream

Sequence Number: 1

1. ? What is the profile code? (Optional)
- Select Waste Stream

Copy a waste stream from a previous reporting year
2. ? Enter a description of the waste stream.
3. ? Which EPA hazardous waste codes are associated with this waste stream?
4. ? Which Washington State-only dangerous waste codes are associated with this waste stream?
5. ? What is the designation of this waste stream?
☐ EHW ☐ DW

In this example the person filling out the WR form has clicked on the **Select Waste Stream** button, then clicked again on Waste Sequence 3, "Lacquer Thinner and Paint Pigment Residues", from an earlier Annual Report.

Find Sequence Number: Find

Waste Stream History		
Sequence	Profile Code	Waste Description
<u>1</u>		WASTE COMBUSTIBLE LIQUID INCLUDING KEROSENE AND DIESEL.
<u>2</u>		WASTE COMBUSTIBLE SOLVENTS.
<u>3</u>		LACQUER THINNER AND PAINT PIGMENT RESIDUES.

WR Waste Sequence 3 from the previous year will be copied into Waste Sequence 1 on the new WR Form.

Check all data and make the necessary changes and scroll to Section 9.

WR Form (simple version)

Find Manifest Number: Find

9. Please provide the following information for each shipment received from off-site. ?

Page 1 of 1 (0 Records)

Add Sending Facility

Add sending facility (OI Form)

i. Date Received (mm/dd/yyyy)	ii. Manifest Document Number	iii. Internal Tracking Code	iv. Sending Facility	v. Quantity Received	vi. Management Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖

<<
>>
>
>>>

Main Form

Enter the required information. Click on the ✖ at the right side of the line if you have made an error in Section 9 and want to delete the entire line.

Click on the **Main Page** button to return to the **WR Waste Stream**.

WR Form (simple version)

Find Manifest Number:

9. Please provide the following information for each shipment received from off-site. ?

Page 1 of 1 (0 Records)

Add Sending Facility

Add sending facility (OI Form)

i. Date Received (mm/dd/yyyy)	ii. Manifest Document Number	iii. Internal Tracking Code	iv. Sending Facility	v. Quantity Received	vi. Management Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

Main Form

Click **Save** to keep the WR record if you want to validate it when you have completed your report.

Click **Save and Validate** if you want to verify the individual WR is correct before you proceed. Ecology recommends that you validate each WR as you enter it. It is much easier to fix one incorrect WR than several at the same time. You may choose to Validate your WRs when you have completed your report by clicking **Save**.

When you have clicked the **Save and Validate** button the **Validation Report Results** screen will open. If there are errors and/or warnings on your report correct all the errors. Warnings should be reviewed to insure that there hasn't been an error made. Warnings do not have to be corrected. Please follow the directions on the **Validation Report Results** screen to continue your report. To correct the errors click on the [blue link](#) located in the error message. This will take you back into the WR form so that you can correct the error. Click on the **Save** button again. You will return to the **WR Waste Stream** screen.

HOME FORMS PROFILE ADMIN

«« Annual Report Checklist Validation Report Results

User: jeribe Role: Administrator Log Off

Validation Report Results

Results: 2 [Sort by Form](#)

Legend: E Data error W Warning

E **Rule: 127 - Missing company name**
Missing company name (Rule ID: 127)
Facility: YOUR COMPANY - WAD123456789
Reporting Year: 2008
[SI - 85652 - Site Identification Form](#)

W **Rule: 166 - Site ID Form - LQG generator status, but no waste reported**
GM forms have not been filled out for the reporting year. Large Quantity Generator is checked in Box 10 A-1 on the Site ID Form. Large Quantity Generators are required to fill out a GM form for each regulated waste stream. Section B-5, Waste Shipment information is also required for Large Quantity Generators. If regulated amounts of waste were generated but were not shipped off-site during the reporting year, you must check the 'LQG - No Regulated Waste Generated' box on the Site ID Form and note in the Comment Section that your were a LQG without waste shipments. If regulated amounts of waste were generated but remained in accumulation and were not shipped off-site or placed into on-site management you may disregard this message. (Rule ID: 166)
Facility: YOUR COMPANY - WAD123456789
Reporting Year: 2008
[AR - Annual Report Data Discrepancy](#)

If you have only warnings you will have to click on the **Annual Report Checklist** link. If you need to add more WR's click the **Manage WR Data** link again.

Not Ready to Submit? If you have not completed your annual report you may stop here or continue inputting information. If you are planning to stop the system will save your information to this point.

Ready to Submit? See **Validating and Submitting Data** on page 36.

How to Import Data Files

If you have your own system for tracking hazardous waste data, you can save data entry time by importing your data into TurboWaste.Net. To do this, you must prepare your data in text files according to the Flat File Import Specifications. Please see the Flat File Import Specifications at <http://www.ecy.wa.gov/programs/hwtr/waste-report/turbowastedotnet/FileConverter/fileconversionutility.htm> You need to verify that your data meets the specifications before you continue.

Note! The Site ID Form data cannot be imported. This data must be directly entered into TurboWaste.Net.

To begin the Import process you must first create a new annual reporting year.

On the **Site Profile** screen, click on Create **New Annual Report** in the Start a New Report box. It is located in the top right portion of the page.

Click on the **Waste Data - Import** link and enter a reporting Year. Click on the **Continue** button.

HOME FORMS PROFILE ADMIN

Create Annual Report

Users: jeribe Role: Administrator Log Off

RCRA SITE ID: WAD123456789
FACILITY/SITE ID: 00000000

YOUR COMPANY
1234 YOUR PLACE
YOUR TOWN, WA 98001

Create Annual Report

Reporting Year: 2004

☐ Site ID Only - No Waste Data
☐ Waste Data - Enter myself
☐ Waste Data - Copy 1996
☒ Waste Data - Import

Continue Cancel

Help Support Known Problems

The Importing files page will open.

HOME FORMS PROFILE ADMIN

Annual Report Checklist Import Files

User: jeribe Role: Administrator Log Off

RCRA SITE ID: WAD123456789
FACILITY/SITE ID: 00000000

YOUR COMPANY
1234 YOUR PLACE
YOUR TOWN, WA 99901

Reporting Year: 2004

Instructions

Please click the browse buttons to select each import file from your computer. It is important to verify that each import file is built according to the published Department of Ecology [File Import Specifications](#). Data that is in an incorrect format will not be loaded into the TurboWaste.Net database.

Click the import button to temporarily load annual report data. The application will display metrics for the number of records being imported. If the metrics are correct, click the Save Imported Records button to load annual report data into the database. The application will return you to the Reporting Forms Log screen after the data is loaded. Please run the validation report to ensure that all business rules are met in the imported data.

Please remember to submit your data to Ecology after it is imported into TurboWaste.Net and has been validated.

GM Waste Streams

GM Primary

Offsite Management

Shipments Sent

WR Waste Streams

WR Primary

Shipments Received

OI Facilities

OI Primary

Help Support Known Problems

Use the **Browse** button to find the files on your computer. Special Note: **The importing process is a complete file replacement** and does not append or add records. You can manually add, delete and/or change data once it has been imported.

If you want to import GM files you must import all three GM files. Similarly, if you are importing WR data you must import both WR files.

When ready, click the **Import** button.

If your import is successful, you will get a message giving you details on the data. Click **OK** to save your imported data. Note that any previously stored data for this reporting year will be over written.

Microsoft Internet Explorer

?

Saving imported data to the database will overwrite all existing data for the reporting year. Are you sure you want to save this data to the database?

OK Cancel

It's a good idea to check your imported data to insure amounts and codes are correct. Next step is to validate your data. Please see "Validating Data" on page 36.

Validating and Submitting Data

You may validate your un-submitted data at any time.

To begin, go to the **Annual Report Checklist** screen and click the **Validate Data** link.

RCRA SITE ID: WAD123456789
FACILITY/SITE ID: 00000000

YOUR COMPANY
1234 YOUR PLACE
YOUR TOWN, WA 99901

2008 Annual Report Checklist

Step 1: [Complete Site ID Form](#)
The Site ID form is required for ALL generators.

Step 2: [Manage OI Data](#)
Required for MQG and LQG, optional for SQG and XQG.

Step 3: [Manage GM Data](#)
Required for MQG and LQG, optional for SQG and XQG.

Step 4: [Manage WP Data](#)
Required for most TSDR's

Step 5: [Validate Data](#)
All data must be validated before submission
☐ Suppress Warning Messages - Show Errors ONLY

Step 6: [Submit to Ecology](#)

Annual Report Options

Data Import/Export

[Import Data](#)
[Export Data](#)
Copy Data from a Previous Year

[Help](#) [Support](#) [Known Problems](#)

The validation process will begin. After a brief time, the **Validation Report Results** screen will open. Any errors and/or warnings found will be displayed.

You need to correct all errors and review all warnings to insure that there hasn't been an error made (warnings do not have to be corrected).

To correct the errors, click on the blue link located at the end of the error message. This will take you back into the form so that you can correct the error. Click the **Save** button on the corrected form to be returned to the **Annual Report Checklist**. Click **Validate Data** again to repeat the process. Continue until all errors have been corrected.

Validation Report Results

Results: 2 [Sort by Form](#)

Legend: E Data error W Warning

E Rule: 127 - Missing company name
 Missing company name (Rule ID: 127)
 Facility: YOUR COMPANY WAD123456789
 Reporting Year: 2008
[SI - 85652 - Site Identification Form](#)

W Rule: 166 - Site ID Form - LQG generator status, but no waste reported
 GM forms have not been filled out for the reporting year. Large Quantity Generator is checked in Box 10 A-1 on the Site ID Form. Large Quantity Generators are required to fill out a GM form for each regulated waste stream. Section B-5, Waste Shipment information is also required for Large Quantity Generators. If regulated amounts of waste were generated but were not shipped off-site during the reporting year, you must check the 'XQG - No Regulated Waste Generated' box on the Site ID Form and note in the Comment Section that you were a LQG without waste shipments. If regulated amounts of waste were generated but remained in accumulation and were not shipped off-site or placed into on-site management you may disregard this message. (Rule ID: 166)
 Facility: YOUR COMPANY WAD123456789
 Reporting Year: 2008
[AR - Annual Report Data Discrepancy](#)

Not ready to Submit? STOP HERE if you do not wish to submit your report at this time. You will be able to modify your report by clicking on **Modify my Annual Report Data**.

HOME FORMS PROFILE ADMIN
 «« Site Profile Annual Report Checklist
 User: jeribe Role: Administrator Log Off

RCRA Site ID: WAD123456789

Facility/Site ID: 00000000

Your Place
 2532 Your Place St
 Your Town, WA 98800

2008 Annual Report Checklist

Step 1: Complete Site ID Form
 The Site ID form is required for ALL generators.

Step 2: Manage OI Data
 Required for MQG and LQG, optional for SQG and XQG.

Step 3: Manage GM Data
 Required for MQG and LQG, optional for SQG and XQG.

Step 4: Manage WR Data
 Required for most TSDR's

Step 5: Validate Data
 All data must be validated before submission
☐ Suppress Warning Messages - Show Errors ONLY

Step 6: [Submit to Ecology](#)

Annual Report Options

[Modify my Annual Report Data](#)
 Use this option to update your report after you have validated your data. You will have to validate your data again before you can submit to Ecology.

Data Import/Export

Import Data

[Export Data](#)

Copy Data from a Previous Year
 [Copy](#)

Ready to Submit? Click the **Submit to Ecology** link.

HOME

FORMS

PROFILE

ADMIN

[« Site Profile](#)
[Annual Report Checklist](#)

User: jeribe Role: Administrator [Log Off](#)

RCRA Site ID: WAD123456789

Facility/Site ID: 0000000

Your Place

2532 Your Place St

Your Town, WA 98800

2008 Annual Report Checklist

Step 1: Complete Site ID Form

The Site ID form is required for ALL generators.

Step 2: Manage OI Data

Required for MQG and LQG, optional for SQG and XQG.

Step 3: Manage GM Data

Required for MQG and LQG, optional for SQG and XQG.

Step 4: Manage WR Data

Required for most TSDR's

Step 5: Validate Data

All data must be validated before submission

☐ Suppress Warning Messages - Show Errors ONLY

Step 6: [Submit to Ecology](#)

Annual Report Options

[Modify my Annual Report Data](#)

Use this option to update your report after you have validated your data. You will have to validate your data again before you can submit to Ecology.

Data Import/Export

Import Data

[Export Data](#)

Copy Data from a Previous Year

Your Annual Dangerous Waste Submission Summary Screen will open that summarizes important parts of your report. Review the data on the screen to insure it is correct.

If the data is incorrect press the **Cancel** button to return to the **Annual Report Checklist** to modify your report.

If the Annual Dangerous Waste Submission Report information is correct, click the **Submit** button at the top of the screen to send the report to Ecology.

[HOME](#) **[FORMS](#)** [PROFILE](#) [ADMIN](#)

Annual Report Submission

User: jeribe Role: Administrator [Log Off](#)

RCRA Site ID: WAD123456789
 Facility/Site ID: 00000

Your Place
 2532 Your Place St
 Your Town, WA 98800

Reporting Year: 2008

Submit Cancel

[Print Submission Summary](#)

Annual Dangerous Waste Submission Summary

Regulatory Status Summary	
<input checked="" type="checkbox"/> Exempt Generator	<input type="checkbox"/> Importer of Hazardous Waste
<input type="checkbox"/> Transporter of Hazardous Waste	<input type="checkbox"/> Operated as a permitted TSDR Facility
<input type="checkbox"/> On-Site Waste Recycler	<input type="checkbox"/> Recycled waste from other businesses within a 24-hour period
<input type="checkbox"/> Operated as a Transfer Facility	<input type="checkbox"/> Conducted Dangerous Waste Fuel Activity
<input type="checkbox"/> Generated Permit-By-Rule Waste Waters	<input type="checkbox"/> Conducted Universal Waste Activity
<input type="checkbox"/> Treated waste under Treatment-By-Generator guidance	<input type="checkbox"/> Conducted Used Oil Management
<input type="checkbox"/> Generated Mixed Radioactive Waste	

GM Waste Summary

Total Waste Generation: 0.00 Pounds

Top Five GM Waste Streams

Seq.	Waste Description	Origin	Pounds On-Site	Pounds Off-Site	Pounds Total

WR Waste Summary (for TSDR reporting)

Total Waste Received: 0.00 Pounds

Top Five WR Waste Streams

Seq.	Waste Description	Pounds Total

Once you have submitted your report you will **not** be able to edit again.

A pop-up window will ask you one final time if you are sure you want to send the data to Ecology. Once it is submitted to Ecology it is your official submittal. To change the information after it is submitted requires an Amendment Request to Ecology.

A pop-up window will ask you one final time if you are sure you want to send the data to Ecology. Once it is submitted to Ecology it is your official submittal. To change the information after it is submitted requires an Amendment Request to Ecology.

Microsoft Internet Explorer

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

OK

Cancel

Click **OK** to send your data and you will be returned to the **Site Profile**.

	HOME	FORMS	PROFILE	ADMIN
Site Profile				
User: jeribe Role: Administrator Log Off				
RCRA Site ID: WAD12345678		YOUR COMPANY		
Facility/Site ID: 12345678		1234 YOUR STREET		
		YOUR TOWN, WA 98808		
Your electronic submission to Ecology was successful. Thank you.				
Start a New Report		Current Site Information		Update Site Information

Click on **Log Off** to exit from TurboWaste.Net.

You will be able to view, print and request amendments to the report from the **Reporting History** screen. Please see page 41 for instructions on the **Reporting History** screen.

Reporting History

The **Reporting History** screen contains links to your site's historical data that has been submitted since 1995. From here you can:

- View and Print submitted data
- Export data files of submitted data (in Flat File format). See instructions on page 43.
- Request Ecology open your data up for amendments (i.e. changes). See instructions on page 44.

Click on the **View Reporting History** link on your **Sites Profile** screen.

HOME FORMS PROFILE ADMIN

Site Profile

User: jernibe Role: Administrator Log Off

RCRA Site ID: WA0000625368 ADVANCED CARPET WAREHOUSE
Facility/Site ID: 1112243 124 S 2ND ST
YAKIMA, WA 98901

Your electronic submission to Ecology was successful. Thank you.

Start a New Report
[Create New Annual Report](#)

Work In Progress
AR: 2010 [Edit](#) [Delete](#)

Other Options
[View Reporting History](#)
[Manage User Accounts](#)
[Open Pre-printed Site ID Form](#)

Current Site Information [Update Site Information](#)

Location Info
124 S 2ND ST
YAKIMA, WA 98901
YAKIMA

Tax Registration:
NAICS Code: 81232
Business Type:

Mailing Address
ADVANCED CARPET WAREHOUSE
5707 W CHESTNUT AVE STE 1
YAKIMA, WA 98901
UNITED STATES

Legal Owner
ADVANCED CARPET WAREHOUSE
5707 W CHESTNUT AVE STE 1
YAKIMA, WA 98901
UNITED STATES
000-000-0000

1. This Site ID History section lists the notification and annual reports submitted to Ecology.

1. This Site ID History section lists the notification and annual reports submitted to Ecology.
 - Entry types, such as “RY2002”, are for annual reports.
 - Entry types, such as “New”, “Revised”, “Withdrawl”, are for notifications.
 - Entry types, such as “Revised: RY2003”, are for an annual report that was also marked as a revised notification.
2. The Annual Report History section lists each annual report that was entered for this facility. It also shows the number of GM, WR and OI forms (if any).
3. Click on the blue link to view and/or print the individual forms.

« Site Profile **Reporting History**

User: jeribe Role: Data Entry Staff [Log Off](#)

RCRA Site ID: WAD000123456
 Facility/Site ID: 12345678

YOUR COMPANY
 1234 YOUR STREET
 YOUR TOWN, WA 98008

Site ID History				
Type	Status Submitted	Effective	E-Filed	
AR: RY2004	SQG	12/31/2004	Yes	View Print
Revised: RY2003	LQG 3/4/2004	12/31/2003	Yes	View Print
AR: RY2002	LQG 3/28/2003	12/31/2002	Yes	View Print
AR: RY2001	LQG 4/4/2002	12/31/2001	Yes	View Print
AR: RY2000	LQG 4/16/2001	12/31/2000	Yes	View Print
AR: RY1999	LQG 4/4/2000	12/31/1999	Yes	View Print
AR: RY1998	LQG 6/1/1999	12/31/1998	Yes	View Print
AR: RY1997	LQG 9/24/1998	12/31/1997	Yes	View Print
AR: RY1996	LQG 12/10/1997	12/31/1996	Yes	View Print
AR: RY1995	LQG 7/31/1996	12/31/1995	Yes	View Print

1

Annual Report History	
Reporting Year: 2004	
Submitted: Yes	Site ID Form: Yes
E-Filed: Yes	Export Files Amend Data GM Waste Streams (21) WR Waste Streams (2) OI Facilities (8)

2.

Reporting Year: 2003	
Submitted: Yes	Site ID Form: Yes
E-Filed: Yes	Export Files Amend Data GM Waste Streams (61) WR Waste Streams (0) OI Facilities (11)

3.

Exporting Data

You can download a copy of your GM, WR and OI data at any time in text file format. Site ID Form information is not downloadable.

Exporting Un-Submitted Data: For data that has not yet been submitted to Ecology, start at the **Annual Reporting Check List** screen in TurboWaste.Net. Click the **Export Data** link. Then click the **Download** button. Follow the instructions on screen to copy the data files to your computer. Contact Ecology if you need assistance.

Exporting Submitted Data: Start at the **View Reporting History** screen in TurboWaste.Net. Click the **Export Data** link for the reporting year you are interested in. Follow the instructions on screen to copy the data files to your computer. Contact Ecology if you need assistance.

How to Change Submitted Data

How can I change data I already submitted to Ecology?

After Annual Report data has been submitted to Ecology using TurboWaste.Net, it is "locked" for any further data entry. The only available functions are to amend (change) your data or to export a copy of your data files (any GM, WR, or OI files) from TurboWaste.Net to another location.

Start by going to the clicking on the **View Reporting History** link.

The screenshot shows the TurboWaste.Net user interface. At the top, there is a navigation bar with links for HOME, FORMS, PROFILE, and ADMIN. Below this, a user profile section displays 'User: jeribe Role: Administrator' and a 'Log Off' link. The main content area is divided into several sections. On the left, there is a 'Start a New Report' section with a 'Create New Annual Report' link, a 'Work In Progress' section with a table showing 'AR: 2010' and 'Edit Delete' links, and an 'Other Options' section. In the 'Other Options' section, the 'View Reporting History' link is circled in blue. To the right of these sections, there is a 'Current Site Information' section with a 'Update Site Information' link. This section contains details for 'ADVANCED CARPET WAREHOUSE', including location, tax registration, mailing address, and legal owner information.

RCRA Site ID: WA0000625368	ADVANCED CARPET WAREHOUSE
Facility/Site ID: 1112243	124 S 2ND ST YAKIMA, WA 98901

Your electronic submission to Ecology was successful. Thank you.

Start a New Report
[Create New Annual Report](#)

Work In Progress

AR: 2010	Edit Delete
----------	---

Other Options

- [View Reporting History](#)
- [Manage User Accounts](#)
- [Open Pre-printed Site ID Form](#)

Current Site Information [Update Site Information](#)

Location Info

124 S 2ND ST
YAKIMA, WA 98901
YAKIMA

Tax Registration:

NAICS Code: 81232
Business Type:

Mailing Address

ADVANCED CARPET WAREHOUSE
5707 W CHESTNUT AVE STE 1
YAKIMA, WA 98901
UNITED STATES

Legal Owner

ADVANCED CARPET WAREHOUSE
5707 W CHESTNUT AVE STE 1
YAKIMA, WA 98901
UNITED STATES
000-000-0000

Click on **Amend Data** in the year that you wish to amend.

[« Site Profile](#) **Reporting History**

User: jeribe **Role:** Administrator [Log Off](#)

RCRA Site ID: WAH 123456789
Facility/Site ID: 12345678

YOUR COMPANY
 1234 YOUR ST
 YOUR CITY, WA, 98808

Site ID History				
Type	Status	Submitted	Effective	E-Filer
Revised: RY2003	SQG	4/7/2004	12/31/2003	Yes View Print
AR: RY2002	SQG	3/3/2003	12/31/2002	No View Print
AR: RY2001	SQG	2/26/2002	12/31/2001	No View Print
AR: RY2000	SQG	3/8/2001	12/31/2000	No View Print
AR: RY1999	SQG	3/8/2000	12/31/1999	No View Print
AR: RY1998	SQG	1/12/1999	12/31/1998	No View Print
New	SQG	9/23/1998	9/23/1998	No View Print

Annual Report History

Reporting Year: 2003

Submitted: Yes
E-Filer: Yes

Site ID Form: Yes
[GM Waste Streams](#) (0)
[WR Waste Streams](#) (0)
[OI Facilities](#) (0)

[Export Files](#)
[Amend Data](#)

The **Amendment Request** screen will open. Describe the reason you want to change your data in the "Reason for Amendment" box. Then click the **Submit** button. An E-mail will be sent to Ecology. Ecology staff will un-lock your data for the annual report year you requested and E-mail a message confirming your data is now ready to be amended

[HOME](#) **FORMS** [PROFILE](#) [ADMIN](#)

Amendment Request

User: jeribe **Role:** Administrator [Log Off](#)

RCRA Site ID: WAH 123456789
Facility/Site ID: 12345678

Your Company
 1234 Your Street
 Your Town, WYa 98808

Reporting Year: **2003**

Instructions

The system prevents users from editing submitted annual report data, including Site ID, GM, WR and OI Forms. Please describe the reason you need to amend your annual report submission. An email will be sent to an Ecology representative who will remove the submitted status from the report submission.

Once the submitted status has been removed and you are contacted, you will be able to manage your annual report submission once again. Please follow the same submission process as your original report submission.

Amendment Request
 Reason for Amendment:

The wrong manifest was used to submit this report

Submit
 Cancel

.Click the **Reporting Log** link at the top of the screen to return to the **Reporting History**.

Click the **Log Off** link at the top of the screen to exit from TurboWaste.Net.

User: jeribe Role: Administrator Log Off		«« Site Profile Reporting History	
RCRA Site ID: WAH 123456789 Facility/Site ID: 12345678		YOUR COMPANY 1234 YOUR ST YOUR CITY, WA, 98808	
Site ID History			
Type	Status Submitted	Effective	E-File
Revised: RY2003	SQG 4/7/2004	12/31/2003	Yes View Print
AR: RY2002	SQG 3/3/2003	12/31/2002	No View Print
AR: RY2001	SQG 2/26/2002	12/31/2001	No View Print
AR: RY2000	SQG 3/8/2001	12/31/2000	No View Print
AR: RY1999	SQG 3/8/2000	12/31/1999	No View Print
AR: RY1998	SQG 1/12/1999	12/31/1998	No View Print
New	SQG 9/23/1998	9/23/1998	No View Print
Annual Report History			
Reporting Year: 2003			
Submitted:	Yes	Site ID Form: Yes	Export Files
E-Filed:	Yes	GM Waste Streams (0)	Amend Data
		WR Waste Streams (0)	
		OI Facilities (0)	

More Help

Annual Report Forms Due Date

Completed paper forms should be postmarked or electronically submitted to Ecology no later than March 1, 2005.

Telephone Help

You may call Ecology at 1-800-874-2022 (within state) or 360-407-6170 if you have questions about completing the forms.

E-mail Help

E-mail your Annual Report Questions to Ecology at turbowaste@ecy.wa.gov.

Workshops

Workshops are held in January and February. For information on attending, contact Ecology at 1-800-874-2022 (within state) or 360-407-6170 or go to our website at: [http:// www.ecy.wa.gov/programs/hwtr/waste-report/index.html](http://www.ecy.wa.gov/programs/hwtr/waste-report/index.html).

NAICS Code Help

NAICS Codes are used by the US Census Bureau to classify businesses.

Hotline: 1-888-75-NAICS

Website: <http://www.census.gov/epcd/www/naics.html>

E-mail: naics@census.gov.